

Informal Review of Deficiencies (IRoD) Request

A home and community support services agency (HCSSA) is required to complete this form to request an IRoD. The completed form must be faxed or postmarked **within 10 calendar days** after the date of receipt of the official written notification of the survey findings. The rebuttal letter and supporting documentation must be received by the Survey and Certification Enforcement unit **within seven calendar days** of the fax date or postmark of the IRoD request or the following working day if the seventh calendar day falls on a Saturday, Sunday or legal holiday. A copy of the completed IRoD request form, rebuttal letter and supporting documentation is required to be submitted to the agency's designated survey office at the same time each is submitted to the Survey and Certification Enforcement unit:

Department of Aging and Disability Services
Regulatory Services
Survey and Certification Enforcement, Mail Code E-351
701 West 51st Street
P.O. Box 149030
Austin, Texas 78714-9030
Fax Number 512-438-4138 or 512-438-2729

DADS must receive the IRoD request form, rebuttal letter and supporting documentation **within** the time frames specified above or the IRoD request will be denied. **An agency must submit a plan of correction in response to an official written notification of survey findings that declares a deficiency or violation even if the agency disagrees with the survey findings.**

Agency Name			License No.	Provider No.		Region
Agency Owner			Agency Administrator			
Street Address			City	State	ZIP Code	County
Area Code and Telephone No.	Fax Area Code and No.	Survey Exit Date	Date official written notice of statement of deficiency and/or violation received.			

Disputed tags (G-tags/L-tags/Z-tags)* – List only those you wish to dispute (add additional sheets, as necessary):

1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____
9) _____ 10) _____ 11) _____ 12) _____ 13) _____ 14) _____ 15) _____ 16) _____

Submitted by: _____
Print Name and Title

Signature

Date

*Medicare certification deficiencies are G-tags or L-tags; state licensure violations are Z-tags.